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Lieutenant Governor



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AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: <i>Senior Administrative Assistant</i>		Posting Date: <i>April 10, 2023</i>	Serial No.: <i>065-23</i>
Department/Division: <i>Office of Public Information/ News</i>		Closing Date: <i>April 14, 2023</i>	Announcement No.: <i>065-23</i>
Type of Position: <i>Permanent Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-13/\$18,340-\$32,380p.a</i>	

General Description:

The Senior Administrative Assistant position is to report and assist the News Manager in all administrative needs. The Senior Administrative Assistant position is to respond to and resolve complex inquiries and issues to ensure the provision of accurate information of the News Write up and News Sources. Frequent external contacts with counterparts in other organizations or at working level in government on important issues to KVZKTV's News and other programs. The position allows the Senior Administrative Assistant to act as a adviser or representative of the organization's division with the authority to discuss problems and seek common ground on which to recommend solutions based on predetermined guidelines provided by senior management. The incumbent directly supervises professional and general service staff.

Key Duties and Responsibilities:

- To ensure coordination of News Division operation to be managed in an efficient and cost-effective manner
- To ensure News narratives are transparent and uphold the best interest of the People of American Samoa and American Samoa Government
- To ensure all resources are allocated efficiently and transparently to meet the TV operations objectives and priorities
- To ensure News broadcast meets programming scheduled broadcast time
- To ensure coordination and scheduling of all partners and local assets to division staff members
- To ensure coordination of monitoring local compliance with television regulatory body and government policies and processes for News Division
- To ensure coordination of provision of training on News matters
- To ensure coordination of the day-to-day administrative News operations of the division

This is an Equal Employment Opportunity Employer

- To oversee and supervise a team and coordinate with other functional areas in television operations
- Must be result-oriented and have proven leadership skills with practical and innovative approach
- Perform daily New functions to the News Management standards
- Perform other duties as assigned

Knowledge, Skills and Ability:

- Excellent computer skills, in particular MS Office or IOS Pages
- Excellent communication skills
- Excellent understanding in Journalism and writing software, with working experience in Public Information and or News
- Able to write and generate in a timely manner

Academic and Experience Requirements:

- Applicant must have a Masters Degree in related field from an accredited university plus two (2) years of work-related experience OR
- Bachelor Degree in related field from an accredited university plus four (4) years, two (2) years of supervisory
- Years of progressively responsible working experience may be substituted for portion of the academic requirement
- Salary will be adjusted according to experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources